

**Instruction to your Bank or
Building Society to pay by Direct Debit**



Please fill in the whole form and return it with your completed enrolment form and fee statement in the pre-addressed reply envelope provided

| | |
|-----------------|-------------------------|
| To: The Manager | Bank / Building Society |
| Address | |
| | |
| | |
| Postcode: | |

Originator's Identification Number

8 | 5 | 6 | 1 | 8 | 8

Reference Number (TO BE COMPLETED BY THE FEES OFFICE)

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Instruction to your Bank or Building Society:

Please pay Birkbeck College Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Birkbeck College and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

| |
|--|
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| |

Bank / Building Society account number:

| | | | | | | | |
|--|--|--|--|--|--|--|--|
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Branch Sort Code:

| | | | | | |
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|--|--|--|--|--|--|

Signature (s):

Date:

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.



This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Birkbeck College will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Birkbeck College or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.